

SUPPORT SPECIALIST 2

PUBLIC WORKS DEPARTMENT

SALARY RANGE: \$18.18 - \$24.36 per hour

CLOSING DATE: September 18, 2015

ABOUT THE JOB: The City of Beaverton is seeking a Support Specialist 2 to join our public works team. This position will primarily be responsible for the accounting functions of the department, including accounts payable, purchasing clothing, and travel/training.

ESSENTIAL FUNCTIONS OF THE JOB:

- Provide a variety of fiscal services, such as accounts payable, purchase ordering, and maintaining inventory;
- Review and track contract payment requests, progress payments and change orders;
- Provide clerical assistance to work group, make meeting arrangements;
- Coordinate special projects and activities; provide a variety of administrative support;
- Answer inquiries over the telephone or in person; provide information on city and program policies and procedures;
- Research, compile, coordinate, prepare and distribute materials;
- Provide excellent internal and external customer service;
- Support and respect diversity in the workplace.

TO QUALIFY: Requires a high school diploma or GED and three years of general office experience, or an equivalent combination of education and experience. Requires a valid driver's license and the ability to meet the City's driving standards. Preference will be given to candidates who have experience in a municipal accounting environment.

HOW TO APPLY: All interested individuals may apply by submitting a City of Beaverton application form to the Human Resources Department, Beaverton City Hall, 12725 SW Millikan Way, Beaverton, OR 97005. Applications may be completed on our website at www.BeavertonOregon.gov.

VETERANS PREFERENCE: If you believe you have skills that would transfer well to this position and/or special qualifications that relate to this position, please list those skills and/or qualifications in the work experience portion of your resume and explain how those skills and/or qualifications apply to this position. Provide copy of DD214 and award letters from the Department of VA for service-connected disabilities.